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NO.

Management Programs

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RECORDS MANAGEMENT
FORMS MANAGEMENT PROGRAMRecission: , undated and 12 January 1952

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1. GENERAL

This Regulation, implementing R establishes the continuing, Agency-wide Forms Management Program, states policies, assigns responsibilities, establishes controls, and prescribes procedures which will be utilized in the management of all forms promulgated and/or used by the Agency.

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2. OBJECTIVE

The objective of the CIA Forms Management Program is MORE EFFICIENT OPERATIONS AT LESS COST. Attainment of this objective, with resultant economies in manpower, supplies, equipment, space, time, and money will be realized by the continuing application of prescribed methods, techniques and procedures for the creation, production, use, and disposition of forms.

3. POLICIES

The Agency Forms Management Program shall (be administered on a modified decentralized basis through area programs) governed by the following policies:

- a. The unauthorized procurement, production, or utilization of any form for any purpose by any component, office, officer or employee of the Agency is prohibited.
- b. Documentation of information by means of forms shall be accomplished by the most efficient and economical means consistent with reasonable paperwork quality, operational and security requirements, and urgency.

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- c. Existing non-essential forms, or those which require wasteful operations, shall be eliminated or corrected (to promote procedural efficiency and reduce manpower requirements.)
- d. Unnecessary new forms or record copies of forms shall not be created.
- e. Forms performing the same or related functions shall be consolidated and the scope of usage for each form extended insofar as is practicable.
- f. Modern analytic and design techniques shall be utilized to simplify, standardize and improve Agency forms.
- g. Related forms, procedures and regulatory issuances shall be integrated.
- h. The most efficient and economical management practices shall be followed in the creation, production, procurement, storage, issuance, utilization and disposition of forms.
- i. Forms shall be systematically and periodically reviewed to control quality and quantity as well as to identify and solve functional and organizational problems.
- j. Users shall be informed of available forms by means of recurring published indexes.

4. DEFINITIONS

- a. Form. A printed, reproduced or repetitively typed document, usually containing blank spaces for the insertion of information. While such items as certificates, labels, stickers, tags, placards, cover sheets and form letters may not always contain blank spaces they are nevertheless included in this definition for paperwork control and standardization purposes.
- b. CIA Form. Any internally developed form, standardized and approved for use by one or more Agency components.
- c. Other Government Agency Forms. Any externally developed form, standardized and approved for use by another Government Agency, which has been prescribed for use by, or declared applicable to, CIA.

5. RESPONSIBILITIES

- a. Forms Management Branch. The Chief, (Forms Management Branch, Records Management Division) is responsible (under authority delegated by the Chief, Management Staff) for:

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- (1) Directing and coordinating the Agency Forms Management Program by providing basic plans, policies and procedures, and the staff guidance necessary for their implementation, in area programs.)
- (2) Establishing forms creation, production, procurement, storage, issuance, utilization and disposition standards, methods and techniques.
- (3) Recommending to the appropriate Deputy Director (Intelligence), (Plans), and (Support) the initiation, revision or obsolescence of any Agency form where need for the creation, revision, or discontinuance of such a form appears to exist.
- 1 (4) Reviewing, analyzing, recording and approving or disapproving continued use of existing or installation of proposed, Agency forms and forms of other Government agencies. (Factors considered are: purpose and essentiality, quality and quantity, including extent of duplication, possibility of simplification, standardization or improvement of design; expansion of scope of usage; adequacy of coordination, related procedures and issuances, suitability of specifications and production methods, storage, issuance and related requirements.)
- 2 (5) Registering, identifying and designing forms; developing specifications, and recommending production methods, procurement sources, storage and distribution practices.
- 3 (6) Keeping informed of new developments in the forms management and related technical fields (thus assuring the application of new methods, techniques, processes, materials, and equipment in forms utilization whenever economies and improvements can be affected thereby.)
- 4 (7) Maintaining official records of the coordination and approval of forms; providing a central source of reference and technical consultation services; and publishing periodically, numerical, alphabetical and functional forms indexes.
- (8) Serving as the Agency Forms Manager.
- (9) *see note* Representing the Agency by maintaining liaison and coordinating pertinent aspects of forms management plans, policies, procedures, standards and techniques with all affected or interested Federal and private organizations.

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- (10) Providing, in collaboration with the Director of Training, facilities (including instructional and training media) for the guidance, indoctrination and technical training of program participants.
 - (11) Developing and installing systems for measuring and report program progress and savings.
 - (12) Conducting operational audits of area programs to promote their effectiveness.
- b. Deputy Directors (Intelligence), (Plans), and (Support). The Deputy Directors (Intelligence), (Plans), and (Support) are responsible for:
- (1) Establishing and maintaining Area Forms Management Programs to meet the requirements of this regulation.
 - (2) Rendering such reports as may be required to measure Program effectiveness.
 - (3) Insuring appropriate coordination on proposed forms and providing for maximum utilization and standardization for intra-office or intra-agency use by reviewing, prior to submission to the Forms Management Branch, all forms requests (new, revised, reprint, overprint, applicability, expanded use, stocking of previously non-stocked items, and obsolescence) initiated by or applicable to, any one or more components of their respective offices. Consideration shall also be given to such factors as: use, necessity, possibility of conflict with or possible duplication of existing forms, procedures involved, conformance with existing or proposed regulatory and intra-office issuances and insuring maximum utilization of existing stocks.

6. PROCEDURES

a. New and Revised Forms

- (1) Prior to requesting a new or revised form the requester shall review the current CIA Notice listing all forms used by the Agency or contact the Forms Management Branch ☐ where samples of all approved forms are available, to determine whether or not an existing Agency, Standard or other Government Agency form will serve the purpose.

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- (2) If an existing form cannot be used, prepare and forward, through the appropriate Area Records Officer, to the Forms Management Branch, the following:
 - (a) A rough draft of the proposed form.
 - (b) Form No. 30, Request for Approval of Form (in duplicate) completed in detail and signed by a responsible official of the requesting office such as a Section, Branch or Division Chief.
 - (c) Form 36-2 (to be redesignated Form No. 70) Reproduction Requisition (see par. 5a(1) R ☐
 - (d) One copy, if applicable, of the coordinated, proposed Regulatory or intra-office issuance or procedural instruction, prescribing or implementing the form's use.
- (3) *see attached*
The Area Records Officer shall review, coordinate and modify, if necessary or desirable, and tentatively approve or disapprove the proposed form on the basis of responsibilities outlined in par. 5b(3) of this regulation. In the event the Area Records Officer modifies or disapproves a form request, the requester disagrees with this action and the matter cannot be satisfactorily resolved, the requester may appeal the decision through channels to the Deputy Directors (Intelligence), (Plans), or (Support).
- (4) The Forms Management Branch will review the proposed form for need and other factors as provided for in paragraphs 3 and 5a of this regulation, modify if necessary or desirable, design and prepare a finished master copy for final coordination, approve or disapprove, establish controls, and arrange for production or procurement. In the event that the Forms Management Branch modifies or disapproves a forms request, the requester or the Area Records Officer disagrees with this action and the matter cannot be satisfactorily resolved, the requester or the Area Records Officer may appeal the decision through channels to the Deputy Director (Support). In the event a satisfactory solution cannot be reached by an appeal to this level the problem may then be referred to the Director of Central Intelligence for a final decision.

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b. Reprinting and Overprinting Existing Forms

- (1) To have an existing form reprinted or overprinted the requester shall:
 - (a) For a form bearing the old style form number consisting of a prefix and secondary number (example: Form No. 30-11) follow the procedure outlined in paragraph 6a. (2)(b) and (c) of this regulation.
 - (b) For a form bearing a new style form number (example: Form No. 30) follow the procedure outlined in paragraph 6a. (2)(c) of this regulation.
- (2) The Area Records Officer shall process the request in substantially the same manner as outlined in paragraph 6a. (3) of this regulation.
- (3) The Forms Management Branch will act on the request in a similar manner to that indicated in paragraph 6a. (4) of this regulation.

c. Declaring Standard Forms and Forms of other Government Agencies Applicable to CIA; Expanding the Scope of a Form's Usage; Stocking Previously Non-Stocked Forms and Obsolete Forms. Whenever it appears desirable to take any of these actions, recommendation shall be made in writing, through the Area Records Officer, to the Forms Management Branch. Such recommendations may be made by using either the short or long Office Memorandum, Standard Form 64 or, when clarity will be enhanced by its use, Form No. 30 may be submitted.

d. Forms Supply System

- (1) Only those forms used Agency-wide or which have a sufficiently wide or heavy use to justify stocking will be centrally stored and issued by Supply Division, Logistics Office. Limited supplies of stocked forms will be maintained by Supply Division at one or more Building Supply Rooms for 'over-the-counter' issuance. Back-up stocks stored in a central warehouse may be drawn on by submitting a request to Supply Division on Form No. 88, Requisition and Shipping Instructions for Supplies and Equipment. Lengthy requisitions may be continued on Form No. 88a, Requisition and Shipping Instructions for Supplies and Equipment (Continuation Sheet).

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- (2) Requesters and Area Records Officers will thoroughly review actual and anticipated requirements at the time a new form is proposed and, whenever such action appears desirable in the interests of economy and efficiency, recommend centralized stocking and, if practicable, suggest specific Building Supply Rooms to which an initial distribution of forms should be made. Quantities ordered at this time should include immediate needs plus not less than a six months stock for Supply Division. Normally, procurement of stocked forms will not exceed a twelve months supply, except in the case of specialty-type forms which require longer production lead time; in these instances, not to exceed an eighteen months supply will be obtained. If the requester, the Area Records Officer, or any other Agency official or employee has knowledge at any time of a contemplated revision in a form, or knows of proposed changes in a law, policy or procedure, or the regulatory or intra-office issuance prescribing or implementing a form's use which might possibly require changes in the form which could result in obsolescence of stocks, he should immediately advise the Forms Management Branch of the particulars. Official form records will then be flagged to prevent procurement of excessive reprint stocks. In any event, to insure quality and quantity controls, the Forms Management Branch will coordinate reprint requirements with the offices of primary interest prior to approving stock replenishment requests.
- (3) Offices of primary interest are responsible for maintaining supplies of forms which are not centrally stocked by the Supply Division. Initial requests for supplies of new and revised forms will normally be limited to immediate requirements plus not to exceed a six months stock. Care will be exercised in re-ordering to provide sufficient lead time for production or procurement. At least 30 days should be allowed to obtain printing or reproduction from Agency facilities, 60 to 90 days from the Government Printing Office and 120 days for specialty-type items which must be procured from commercial sources.

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